

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road, P.O. Box 269101  
Sacramento, California 95826-9101**

NGCA-JSD-SP

9 November 2015

MEMORANDUM FOR Members of the Active California **Army** National Guard and Active Members of the **California State Military Reserve**

SUBJECT: State Active Duty Vacancy Announcement 2015-60 - Expires 23 November 2015

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires **23 November 2015** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extensions of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal pay grade, not to exceed E-4.***

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the checklist at the end of this announcement.

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|--------------------------------------|---|
| <b>a. TITLE AND PAY GRADE:</b>       | <b>Security Guard (SAD E-4)</b>             |
| <b>b. EMPLOYMENT LOCATION:</b>       | <b>Camp San Luis Obispo, CA</b>             |
| <b>c. PROJECTED EMPLOYMENT DATE:</b> | <b>21 December 2015</b>                     |
| <b>d. SELECTING SUPERVISOR:</b>      | <b>CAARNG, G3, Force Protection Officer</b> |

3. The ***basic*** qualification requirements are:

a. Members of the active California **Army** National Guard or active members of the **California State Military Reserve** (CSMR) in the grades of E-3 through E-5 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Regulation 600-1. Applicants who are not current members of the California Army National Guard or CSMR may also apply, however, **applicants must meet military affiliation requirements at the time of appointment.** CSMR members who have no prior federal military experience must be a member of the CSMR for a minimum of two years. Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. ***CSMR members must submit a copy of their CSMR orders with their application. Non-members of the California Army National Guard must submit a letter of intent to meet qualifying military affiliation at the time of appointment along with their application.***

b. Completion of military and civilian education requirements commensurate with the grade of the applicant are required. ***Attach a copy of your highest level of civilian education.***

c. Military assignments appropriate to the grade of the applicant are required.

d. Must be able to effectively communicate orally and in writing.

e. Must have knowledge of the basic principles of first aid, fire prevention, safety and human relations. ***Attach documentation to support each knowledgeable area, or provide written background regarding each knowledgeable area.***

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f. Must never have been convicted by civilian or military court except for minor traffic violations and similar infractions.

g. Must be qualified to bear firearms. M-9 weapons qualification must be current. ***Attach documentation to support this requirement.***

h. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Army applicants must attach a current copy, within the last 12 months, of their DA Form 705. CSMR applicants and non-members must complete and sign the Height, Weight and Military Appearance Verification form available at <http://www.calguard.ca.gov/SP/Pages/Full-time-State-Active-Duty.aspx> that indicates their current medical fitness.***

i. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

j. Must be able to pass both State and Federal background checks. Continuation of employment is contingent upon maintaining favorable State and Federal background checks.

k. Must possess a valid state driver's license. ***Attach a current copy, within the past six months, of your Department of Motor Vehicle's printout. Unit DMV reports are not accepted.*** California residents may obtain, at cost, a copy of their DMV printout at the following website:  
<https://www.dmv.ca.gov/wasapp/dr/vieworprintreport.do?method=Continue>.

#### 4. Principal Duty Functions:

The Security Guard works under the guidance and supervision of the CAARNG, G3, Force Protection Officer, Security NCOIC or Commander/Facility Supervisor and performs the following duties:

a. Performs security duties IAW State law and statutes, AR 190-56, CAL PAM 190-56, and the Master Cooperative Agreement, Appendix 003.

b. Controls entry to, and egress from, the location via designated installation/facility access control points (ACPs).

c. Conducts vehicle inspections in support of the installation security program. Patrols and protects location perimeters and mission essential or vulnerable areas (MEVA) to detect or deter unauthorized entry.

d. Monitors electronic security systems (ESS) and devices including automated access control systems (AACS), closed circuit television (CCTV), intrusion detection systems (IDS) and security control center (SCC) when applicable, and initiates appropriate response forces.

e. Provides other services necessary to secure CAARNG resources and personnel as approved by NGB-ARO-FT.

5. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

6. Reimbursement for moving and relocation expenses ***will not*** be paid.

7. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: NGCA-JSD-SP (Box #27), P.O. Box 269101, Sacramento, CA 95826-9101. Blank

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application forms may be obtained from the NGCA-JSD-SP website at <http://www.calguard.ca.gov/SP/Pages/Full-time-State-Active-Duty.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3816 or DSN 466-3816. **Original applications, with original signatures, and all required documentation, must be received in the State Personnel office no later than the close of business on Monday, 23 November 2015. USPS postmarks or delivery confirmation from UPS/FEDEX will not be accepted. If you want to confirm that your application has arrived at the State Personnel office, you must call prior to COB on the closing date to confirm receipt. Calls after the closing date will not be accepted. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to [cheryl.m.arbaugh.nfg@mail.mil](mailto:cheryl.m.arbaugh.nfg@mail.mil). Submit Title 10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

***Richard A. Rabe (9 November 2015)***

Richard A. Rabe

Colonel, California Army National Guard

J1, Director, Manpower and Personnel

The following is a checklist to assist with the submission of a complete and accurate application.

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| Have you completed your application form and provided an <b>original</b> signature?   |  |
| Have you attached a copy of your highest level of civilian education?   |  |
| Have you attached documentation to support your knowledge of first aid, fire prevention, safety and human relations?  |  |
| Have you attached documentation to support your current weapons qualification?  |  |
| Have you attached a current copy of your DA Form 705 or HT/WT/Military Appearance Memorandum?   |  |
| Have you attached a copy of your current DMV printout?  |  |
| Have you, as a <b>CSMR</b> member, attached a copy of your CSMR orders?   |  |
| Have you, as a <b>non-member of the California Army National Guard or CSMR</b> , attached your letter of intent to meet qualifying affiliation requirements at the time of appointment? |  |
| Have you, as a <b>currently Deployed</b> soldier, attached a copy of your Title 10 OCONUS orders?   |  |